

Personal Information

Name: Vikas Tomar

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Email: vikastomar525@gmail.com

Address: House number 24, Essma Estate, Ram Tirath Road, Amritsar

Date of Birth: [03/09/2002]

Gender: Male

Nationality: Indian

Educational Qualification

Qualification	Board/University	School/College Name
BCA (Pursuing)		
Class 12 (Senior Secondary)	CBSE	Kendra Vidyalaya Amritsar
Class 10 (Secondary)	CBSE	Army Public School, Dagshai

Internships / Experience

Intern – Office Assistant

- Helped in managing files, handling basic Excel data, and supporting day-to-day admin tasks
 - Learned basic business communication and office environment workflow
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Career Objective

Motivated and detail-oriented student seeking a challenging role in a reputable organization where I can learn new skills, contribute to team success, and grow professionally.

Skills

- Basic Computer Knowledge (MS Word, Excel, PowerPoint)
- Internet Browsing and Email Etiquette
- Teamwork and Leadership
- Time Management
- Python
- Tally Basics (if learned; remove if not)
- Communication & Teamwork
- Time management & multitasking

Languages Known

- English
 - Hindi
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